

**THE TULALIP TRIBES**  
**Montessori**  
**Job Description**

**JOB TITLE:** Aftercare Assistant (2 positions)

**JOB NUMBER:** TTT-107-08

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.**

**EDUCATION:** (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED or currently enrolled (**attach copy**)

**SKILLS:**

☐ Must have excellent communication skills, both verbal and written

**EXPERIENCE:**

☐ Experience working with children

**OTHER REQUIREMENTS:**

☐ Must be able to work in a culturally diverse environment

☐ Must adhere to strict confidentiality of information seen or heard

☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people

☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.

☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

**Physical Characteristics and/or Prerequisites:**

☐ Mobility to bend, stoop, and/ or climb stairs

☐ Ability to lift objects weighing up to 50 lbs

**Tribal Department:** Montessori

**Employee Classification:** Non-exempt

**Job Summary:** The aftercare assistant is responsible for supporting the program's philosophy and curriculum, Montessori Staff Protocol, maintaining the student enrollment communication on a professional level, and preserving the overall well-being of the entire Montessori program.

**Employee Reports To:** Montessori manager or designee

**Extent of Job Authority:** Under direct supervision of Montessori manager performs duties in accordance with policies and procedures. Exercise independent judgment and initiative to accomplish assigned tasks and to facilitate department goals.

**Specific Duties Performed:**

1. Protect the safety and well-being of the children at all times. Children are always to be with an adult.
2. Responsible for the planning and preparation of daily activities.
3. Responsible for the overview of the classroom and redirection of the children.
4. Dust and clean the environment, refilling supplies, and keeping storage and cubbies organized. Sanitizing toys weekly.
5. Sanitize tables daily with bleach water before the children arrive, before snack time, and at the end of the day.
6. Greet each child while their teachers are signing them in.
7. Assist with daily playground supervision, weather permitting.
8. Prepare and serve afternoon snack at 4:00pm
9. Greet parents as they pick up their child. Have them sign their child out with their full legal name and time. If you are unfamiliar with someone picking up a child ask for photo ID and check to make sure that are on the persons allowed to pick up student list. If not call the parent to get verbal authorization.
10. Understand and exhibit a professional manner.
11. Use positive language when speaking to children.
12. If available participate in professional development trainings offered.

13. We are state mandated reporters. WAC 338-150-480 states that you must report suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or local law enforcement immediately.
14. Performs other duties as requested.

**Term of Employment:** This is a regular part-time position working 5-10 hours per week

**Pay Range:** \$13.35 per hour

**Opening Date:** September 8, 2008

**Closing Date:** September 19, 2008 at 4:00pm

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.**